

3.10.2020 reminder
E. F.-
METHOD



Basics (alphabet, numbers, verbs, conjugations)
wordlist (vocabulary);
e.g.: *make up a sentence using does not + her + notebook*

complete these expressions with the missing letters;
e.g.: *en negrita.in b..... ty... / cancelar(v).ca.... o.... / pedido.ord.....*

easy sentences SMS
fill in the missing words (verbs, nouns, numbers, etc.)

book structure: theory explanation
grammar syllabus: start the lesson
audio listening (highlight certain points).-suggest listen to it twice
functional language (messages, *how to say*)

exercises (written practice)
oral work (*Question & Answer*)
PPA (Parallel Papers).- have a look at some pages
watch videos (subtitles)

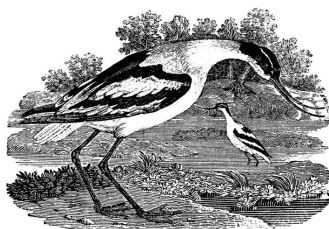
specific points of Business English
Aula Virtual (*moodle*)- videos, audios, GIFs
tasks- upload exercises to AV platform

tests

AOB (*Any Other Business**- questions?)

A tentative teacher's schedule (classroom)

28 February 2019



TELL ME AGAIN HOW SMART YOU ARE

@EFFINBIRDS

BOOK (textbook: grammar, vocabulary PRESENTATION)

reading texts aloud time for exercises in class + homework

Wordlist.- pack of copies [@moodle / hard copies or printed copies]

Parallel Papers or PPA: revise, Q.A, write some expressions

DICTIONARY use

Time for NOTEBOOK correction of exercises on board

AUDIOS from the BOOK. Repetition. Solving out exercises

Parallel Papers [PPA].-Explain, comment papers on grammar, functional language or texts

How to (teach how to tell the time, how to say an email address)

Time for Virtual Platform (@moodle) - check some points, ie., grammar syllabus, recommendations, warnings.

READING texts aloud

AUDIOS, PRACTICE (exercises linked from the net with answer keys)

Worksheets (pair work).-exercises to do and correct in the classroom

Reading the Graded reader in class. Select vocabulary

Lyrics and songs (selection)

Short dictations

Mini test

Essay writing (how to, opinion, brief texts)

Functional language

Q.A (question and answer) – oral class

Surprise Tests

Revision time (conjugation of verbs, vocabulary, how to issues, spelling, BASICS)

Videos, GIFs, proverbs

Write short messages in English

Translate messages

Situations (problem solving)

Role-plays

AOB (Any Other Business)

E. Fouz.-
28.02.2019

Mr. Douglas Smith,
Dept of Sociology, Western Kentucky University, USA

Classroom Norms:

"I expect you to be in class. Little interaction can occur between us if you are not. To encourage class attendance I will distribute sign-in sheets on randomly selected days. I will also pass out a sign-in sheet if one is requested by class members. Attendance points will be levied based on your attendance on the days the sign in sheets are passed out.

NOTE:

I understand that sometimes things come up in life. As an adult you have to decide what in your life deserves attention at any given time. I do not need to be informed of why you miss class. Excuses do not change the fact that you weren't here and therefore missed out on whatever we were discussing that day.

Arriving late to class, talking, reading the newspaper are not acceptable classroom behavior and are disrespectful to your instructor and other students who want to listen and learn. ALL cell phones should be turned off before entering class. Similarly, if you are likely to have a regular problem with getting to class on time, please let me know in advance.

Late assignments will not be accepted without penalty unless accompanied by a doctor's excuse or another form of official documentation of an emergency. Assignments will be submitted through Blackboard, so if you are absent, you can still submit your assignments. They are still due on the day of class. If you are anticipating: computer glitches, extremely tight pants, being the victim of street crime, bad planning, a Senate filibuster, embarrassing messages from "Mom" on your Facebook, animal attacks, hurtful comments by close friends, good lovin' gone bad, terrorism, a disappointing credit report, seeing your new brother-in-law on Cops, Cheaters, or Here Comes Honey Boo Boo, being struck by space junk or trapped under an impenetrable dome, unforeseen cataclysmic acts of God, fear of intimacy, sequestration, rural rebound, inflammation due to chronic dry ere, urban malaise, a Christmas stocking full of coleslaw, funding cuts to higher education, a date ending in an interview by Chris Hansen, the paralysis of analysis, rude tweets, demonic possession, trouble with your Toyota accelerator, loss of hope in your audacity, a pants haunting lasting more than four hours, the debilitating shame of buying a Justin Bieber CD, the release of Diablo III, undergoing enhanced interrogation techniques, dating a Kardashian, PTSD from Miley Cyrus twerking it, losing your sociology mojo, vigilante justice, the total destruction of Galador, or anything else that might interfere with your assignment writing, get it in early!

The teacher reserves the right to alter these requirements based on class interest and needs"

My own syllabuses on English language

23 February 2019



[Harry Styles, singer "OneDirection"]

A foreign language teacher should **create his own syllabuses on grammar, lexis, pronunciation, readings, listenings, writing**, et cetera. One of my students claimed one day in class they were being taught the same old things year after year (points of grammar, namely the present simple tense, the saxon genitive, some plural nouns) in a never-ending circle. Teachers were just following a formula according to the rules of programming. We have been learning foreign languages the same way we learnt everything by memorisation. I thought the student's complaint was fair. Nowadays I try to teach something new every year.

A **functional language syllabus** might be as follows: 1.greetings (hello, hi, good morning, goodbye) 2.cardinal numbers from 1 to 10 (one, two) 3.how to tell the time (what time is it?) 4.days of the week 5.seasons of the year 6.how to say the date (February, 20th) 7.how to answer the phone (hello, this is Tom Smith / who is calling, please? 8.months of the year ...

A **lexical syllabus** might be like this: 1.the English alphabet (a, b, c, d, e) 2.colours (red, yellow, blue, green) 3.school stuff (book, pencil, dictionary, board, computers) 5.people in school (teachers, students, secretary) 6.members of a family (father, mother, sister, brother, daughter) 7.clothes (shoes, socks, jeans, trousers, shirts, coats, jackets) ...

A **grammar syllabus** should contain: 1.nouns (man, woman, subject, learning, student, school, examinations) 2.adjectives (shy, important, happy) 3.verbs (auxiliary verbs and lexical verbs) 4.adverbs (slowly, calmly, very, too, clearly) 5.prepositions (of, before, after, in, on) 6.pronouns (personal pronouns of subject) 7. skeleton of verbs (to read read read) 8.primary auxiliary verbs (to do, to have, to be) 9.modal auxiliary verbs (can, could, may, might, will, would) 10.regular lexical verbs (to play, to cry) 11.irregular lexical verbs (to put, to quit) 12.present simple tense of lexical verbs in the affirmative (I speak English, she speaks Spanish) (to do, to be, to have) 13.personal pronouns of subject (I, you, he, she) 14.the four demonstratives (this, these, that, those) 15.articles (definite article -the-, indefinite article -a/an-) 16.saxon genitive (John's room) 17.present simple tense of lexical verbs in the negative and interrogative (John does not like chocolate, Do you speak French?) ...
(...)

Paired work: strategy (METHOD)



Paired work: strategy

book + audios (textbook / @moodle)
READING + practice
oral assessment + Words

video (incl. script) + notebook
BOARD + test (explanation, sample, examples)

**

short messages:

- a-English sentences to be translated into Spanish
5/6 SMS
- b-Spanish sentences to be passed into English
3/4 SMS

include messages in the packs of
NOTEBOOK (via @moodle)

E. Fouz.-25.12.2020
METHOD

Procedimiento de evaluación (Anexo A-asistencia activa y recogida de cuadernos)

12 March 2017.-E.Fouz



Asistencia activa.-La asistencia a clase es obligatoria y es premiada con 6 puntos sobre el total de 100 puntos cada trimestre. Para anotar esta puntuación el alumno ha de cumplir una serie de condiciones.

En primer lugar, la asistencia implica la llegada a clase puntualmente, no abandonar el aula antes de la hora y permanecer activo.

No se permite la falta de atención continuada, hablar cuando el profesor habla o desoír las indicaciones del profesor. Un alumno debe disponer del material de clase, a saber, bolígrafos, libros de texto, cuadernos, fotocopias, agenda, etcétera.

El alumno que consigue puntos positivos por asistir a clase sabe cómo comportarse con corrección. Un alumno respeta a sus compañeros y al profesor, deja hablar, escucha, participa, pregunta cuando no entiende y toma notas en clase.

Cualquier aparato ajeno a la disciplina académica implica una barrera entre el profesor y el alumno por parte de uno o del otro. Los teléfonos móviles no se permiten en el aula. Si un alumno necesita atender su teléfono por cualquier motivo debe comunicárselo al profesor. Un alumno podrá ausentarse del aula excepcionalmente para manejar su dispositivo electrónico. Obviamente, esa ausencia debe ser brevísima y no habitual. Jamás ha de suceder este en periodo de evaluación. Que un alumno se retire a una zona neutral (el pasillo, por ejemplo) para atender su teléfono móvil supone una medida disuasoria del profesor para evitar la distracción en el aula. Es preciso aclarar el hecho de que el profesor no tomará represalias con el alumno que solicite permiso de zona neutral.

El alumno que incumpla las normas (teléfono en clase, hablar continuamente, gritar, no prestar atención, impuntualidad, no tomar nota, negarse a leer, olvidar material o no hacer nada) NO CONSIGUE el punto positivo de asistencia activa ese día. Por lo tanto y a modo de ejemplo, un alumno sin faltas de asistencia que tuviera dos faltas de este tipo, no sumaría 6 puntos sino 4.

Los cuadernos de clase.-Los cuadernos podrán ser corregidos cualquier día de clase. Los alumnos dispondrán de unos minutos diarios para dedicarse a realizar tareas escritas, vocabulario y ejercicios de la asignatura. El total de puntos por trimestre de la corrección supone 10 sobre 100. Los cuadernos serán revisados más de dos veces cada trimestre por lo cual el alumno debe actualizar sus trabajos a menudo aprovechando los momentos destinados al cuaderno.

Reminder: 7 tips and recommendations



1/ have a look at **Hoja del Alumno**

2/ get **student's material ready**: book, dictionary, bloc or notebook, pens and photocopies (Parallel Papers pack, WORDS). A cell phone may be useful only occasionally

3/ it is a good idea to get these copies **printed on paper**: WORDS and Parallel Papers -PPA-

4/ visit **Aula Virtual** -AV / @moodle- very often

5/ see the **structure of Aula Virtual**: urgent section / lessons / information / miscellaneous / focus on diversity

The **3 elements** in every lesson:

a-*contenidos* (theory)

b-*recursos complementarios* (practice)

c-*tareas* (practice and homework)

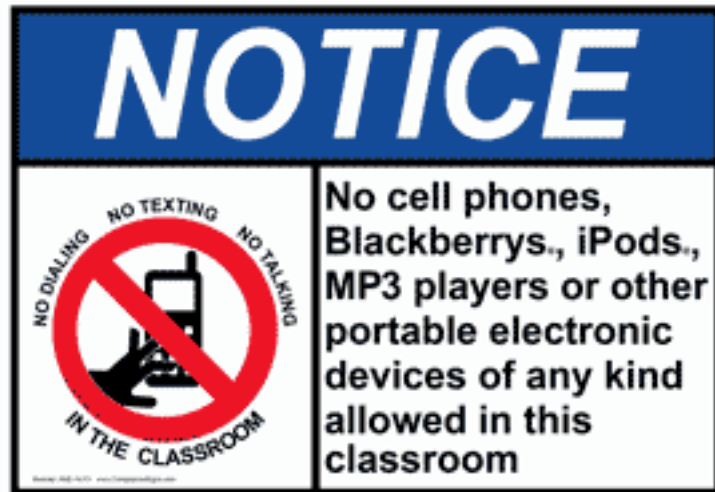
Click on the links (*enlaces*), the videos, audios, vocabulary and grammar syllabus, reading, oral assessment, notebook, WORDS, advice, GIFs, practice, MESSAGE, etcetera

6/ read **BOARD class papers** (usually PDF, portable document format) to see what we have done in previous classes: examples, grammar, words, tasks


7/ learn about the rules on **attending classes from home**: connect your web cam, turn off your microphone (turn the microphone on for speaking only). There are **two shifts**: be in the real classroom at school or stay in the classroom online. Respect this!

Reminder

1/



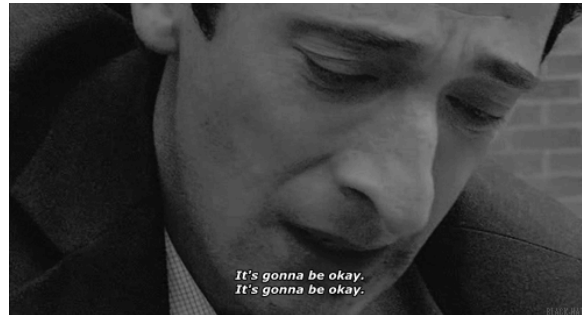
2/



**KEEP
CALM
AND
BE
PUNCTUAL**



Zero Zone / Ground Zero



I have just started to copy on the BOARD those basic, typical mistakes students often make in exercises, examinations and writings. There will be a **Zero Zone** on the upper left side of the blackboard to remind them what they must not write again.

I think I will leave the wrong expressions without the appropriate correct forms afterwards to oblige them to search and learn the right ones. Well, I will draw a cross out mark over the wrong expressions like this:

"Me brother isn't coming".

ZERO ZONE

fiveteen

Thrusday

she ~~ean~~s type very fast

—

E. Fouz.-

January, 2019

Exam Instructions for Students

Before the Exam

- Check the exam timetable carefully. Make sure you know the time and locations of your exams. Check whether you should go directly to an exam hall or a waiting room.
- Bring your Student ID Booklet or University Library Card (i.e. 650****). **You will not be allowed into the exam hall without these.**
- Do not bring any unauthorised material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser). Pencil cases and glasses cases must not be taken to your desks. These will be checked and confiscated.
- You are allowed to bring tissues and a drink (but not food) into the exam.
- Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the first hour. In the case of listening and oral exams you may not be allowed to leave during the exam.
- Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you. Do not bring a pencil case.
- Arrive at least **15 minutes** before the exam is due to start (**30 minutes** before if your exam is in the Auditorium; TB329 or SSB329) and wait outside until you are allowed in. If you have to go to a holding room first, please arrive at the time stated.

In the Exam Hall

- As you enter show your Student ID card.
- Make sure your mobile phone is switched off and place it at the front together with any bags, books, coats etc. Then find your seat.
- Pencil cases/glasses cases: Students are NOT permitted to have these on their desks. Pens/glasses must be removed and placed on the desk and all cases must be left at the front/side of the room with other belongings.
- Remember that talking is **not** allowed at any time in the exam hall.
- Place your Student ID card on your desk next to your **attendance card**.
- Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times. For example, if you are asked to sit in a designated place then you must do so and you must not move.
- **Do not turn over exam papers until told to do so.**
- Where permitted you may use one standard translation dictionary. Dictionaries that have any English-English definitions are **not** allowed (e.g. The *Oxford Advanced Learners' English-Chinese Dictionary* is **not** allowed; subject specific or specialised dictionaries are **not** allowed). Dictionaries are not allowed in CELE English language exams.
- Where permitted, students are allowed to use **ONLY ONE** dictionary during the exam. Invigilators will check that dictionaries contain no additional papers or written materials. Never bring someone else's dictionary with you.
- You are not permitted to share dictionaries, calculators or any other materials during the examination.
- You are not allowed to leave the exam rooms in the first hour and last fifteen minutes. Note that **in the case of listening exams**, you are not allowed to leave the exam room at any time. If you need to leave an Oral Exam you must ask the Assessor if it is possible.
- Unless specifically indicated in instructions from the module convenor either on the examination paper itself or in a separate note from the module convenor, no extra pages of any sort will be provided for rough work. You should normally be required to do any rough work in the exam answer books provided and to draw a line through any such work not considered part of your answer.
- Everything you write (including any notes and rough work) must be in the answer booklet. Do not write large bold letters, numbers or equivalent marks on the question paper. Do not use sticky tape or any kind of eraser fluid to hide anything you write. You must draw a line with a pen through rough work or other notes not considered part of your answer.
- If you have a question or need more papers, raise your hand and a teacher will come to you. Teachers will not give hints or answers, so please do not ask for them.
- Keep your eyes on your own paper. Remember, copying is cheating!
- Stop writing immediately when the teacher says it is the end of the exam.
- Leave the exam hall quickly and quietly. Remember to take all your belongings with you. (Remember to collect all your belongings from holding rooms.) **You must remain silent until after you have exited the building.**
- Remember! Cheating is not allowed and action will be taken. For details see <http://www.nottingham.ac.uk/academic-services/quality-manual/assessment/academic-misconduct.aspx>

**BEING TAUGHT TO AVOID TALKING
ABOUT POLITICS AND RELIGION
HAS LED TO A LACK OF
UNDERSTANDING OF POLITICS AND
RELIGION.**



**WHAT WE SHOULD HAVE BEEN
TAUGHT WAS HOW TO HAVE A
CIVIL CONVERSATION ABOUT A
DIFFICULT TOPIC.**



A N O N Y M O U S